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EYES ONLY

Special Panel

DD/S&T# 3661-79

ORD-904-79

25 JUN 1979

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for Quality Step Increase

STAT

1. I recommend that [] of the Planning Programming and Budgeting Branch of the Office of Research and Development be granted a Quality Step Increase for sustained superior performance over a two-year period. This QSI will be from GS-07, step 6, to GS-07, step 7. (U/AIUO)

STAT

2. During this period, [] has been a key factor in keeping accurate account of the oft-changing ORD research and development program and budget accounts. Her understanding of both the administrative and substantive aspects of the budget enabled her to make changes accurately and rapidly to the S&T notebooks, STEPS, and other program/budget reporting documents in response to budget changes or complex reprogramming actions. Her detailed knowledge of the various reporting systems and their formats, together with her understanding of the programs, makes her equally skillful and at ease with any or all of the three and sometimes four budgets (i.e., currently FY-79, FY-80, FY-81 and soon initiation of FY-82) that are in process simultaneously. (U/AIUO)

STAT

3. [] conscientious and quietly dedicated attention to her professional duties have earned for her the respect of everyone with whom she deals whether in or out of ORD. She willingly accepts responsibility and consistently performs at a level beyond that of her GS-07 position. Her competence is such that she managed with minimal assistance during a five-week period when her branch chief was absent for training. Major reprogramming in response to a large

STAT

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[Redacted]

STAT

FY-79 budget reduction occurred during that five-week period. [Redacted] calmly and with apparent ease made the necessary adjustments to reflect those changes in all appropriate documents. (U/AIUO)

STAT

4. [Redacted] has contributed significantly to the functioning of ORD since her assignment here in October 1976 and especially during the past two years. Such performance unquestionably merits the award of a Quality Step Increase. (U/AIUO)

STAT

[Redacted]

STAT

Director of Research and Development

CONCUR:

[Redacted]

STAT

Leslie C. Dirks
Deputy Director
for
Science and Technology

9 JUN 1979
Date

APPROVED:

STAT

[Redacted]

13 JUN 79
Date

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HEG:ssc/[Redacted] 21 June 1979

STAT

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